



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Division of Rehabilitation Services · 2301 Argonne Drive · Baltimore, MD 21218 · 410-554-9393 · 410-554-9399 TTY/TDD

DIVISION OF REHABILITATION SERVICES

DECEMBER 23, 2008

OFFICE OF PROGRAM AND COMMUNITY SUPPORT

CONTRACTUAL

POSITION TITLE: Administrative Officer II, (Maryland Statewide Independent Living Council)

SALARY: State Salary Grade 14
Hourly Rate: \$17.39

LOCATION: 2301 Argonne Drive
Baltimore MD 21218

NATURE OF WORK: This is a professional, administrative position which provides administrative and management support to the Governor-appointed Maryland Statewide Independent Living Council including assuring that required membership is maintained and duties accomplished, in accordance with the Rehabilitation Act Amendments of 1998 and the federal Independent Living regulations.

DUTIES AND RESPONSIBILITIES: Support the Maryland SILC in the timely and high quality development, implementation and evaluation of the triennial State Plan for Independent Living (SPIL) and any required amendments. Schedule quarterly meetings of the council, assuring adequate public notice; provide reasonable accommodations as needed; coordinate transportation for members as needed; reserve meeting space; arrange for speakers and/or guests as appropriate; plan for catering needs; prepare and disseminate minutes. Compile information for and formulate required reports, including annual 704; prepare for RSA and other reviews and audits. Coordinate recruitment and appointment process for members, assuring compliance with the Rehabilitation Act. Coordinate orientation and training for members. Identify the need for and coordinate all aspects of public meetings addressing independent living. Assure adequate and appropriate communication with officers and members, including maintaining contact information for members, drafting correspondence, making sure content of website is accurate and current. Confer with state and federal legislators and state and federal IL organizations to exchange information, constructively influence actions related to IL and interpret laws, regulations and policies, on behalf of the SILC. Facilitate collaboration with the Division of Rehabilitation Services (DORS) and Maryland Centers for Independent Living. Assists in planning, formulation and preparation of the SILC budget; manages requisitions and invoices; maintains records of expenditures. Manage and coordinate a process to reimburse members for travel and other allowable expenses associated with Council meetings and approved activities.

MINIMUM QUALIFICATIONS: Education: Possession of a bachelor's degree from an accredited four-year college or university.
Experience: Two years experience in administrative or professional work.
Note: (1) Applicants may substitute graduate education for the required general experience at the rate of one year of education to one year of experience, for up to two years of the required general experience; (2) Applicants may substitute additional experience in administrative or professional work for the required education at the rate of one year of experience to one year of education, for up to four years of the required education.

ESSENTIAL REQUIREMENTS: This position requires the ability to adapt and apply the concepts and techniques of administrative analysis to the needs of the Statewide Independent Living Council; to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives; to prepare and present reports or recommendations clearly and concisely; to interpret and apply laws, rules, regulations standards and procedures; to establish and maintain harmonious interpersonal relationships and to use tact, discretion and persuasiveness in dealing with others, and to exercise initiative, imagination, resourcefulness and sound judgment in completing assigned duties.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

Applicants must complete the Maryland State Department of Education Application for Employment indicating application for Contractual Administrative Officer II. The Application and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. To obtain a Position Announcement and a State Application, please call the JobLine (410) 554-9396, TDD (410) 554-9399, or visit our website www.marylandpublicschools.org or visit www.dors.state.md.us. Applications and inquiries must be directed to Denise Metzger, DORS Personnel, Division of Rehabilitation Services, 2301 Argonne Drive, Baltimore MD 21218. All applications will be acknowledged upon receipt. *Appropriate accommodations for individuals with disabilities are available upon request.*

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act, and travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in nonselection or termination of employment.

CLOSING DATE:

January 26, 2009